



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 68

OPEN TO: **All Bangladeshi Qualified Candidates**

POSITION: **Executive Assistant, FSN-8**

(Salary approx. Tk. 56,308 per month).

**Depending on qualifications and experience,
Incumbent may be hired at a trainee grade (one
grade lower than the position grade.)**

OPENING DATE: **September 11, 2012**

CLOSING DATE: **September 25, 2012**

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the positions of **Executive Assistant** in the Office of the Director (DIR).

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.



BASIC FUNCTION:

Serves as one of two personal assistants to the Mission Director and Deputy Mission Director and performs Protocol assistance services in a high-profile office with a large volume of correspondence, transactions, host-government, other donor and important private-sector contacts. Develops guest lists and prepares invitations, keeps track of and follows up on acceptance and regrets. Extends telephonic invitations when required; accurately writes and addresses invitations; and has invitations delivered in a timely manner. Performs a variety of administrative and clerical support activities for the director's office. Plans major engagements, VIP visits, large representational events, and other work-related functions both large and small. Works as a liaison between Mission Director's residence on all matters relating to GSO/EXO for events and maintenance. Makes arrangements for transportation for the Director's Office. Coordinates driver support for the Mission Director and Deputy Director with the Executive Office.

MAJOR DUTIES AND RESPONSIBILITIES:

Transmits instructions on behalf of the Director to staff members, follows-up with staff members to ensure that various commitments made are met, and keeps the Director and Deputy Director informed of current status. Tracks important documents which come into the front office, particularly those requiring urgent attention, to assume they are properly addressed and concerned offices are informed of its whereabouts if asked. Uses fast and sound judgment in screening telephone calls, referring important actions to other office staff when supervisor is unavailable, and handling routine matters independently when it is not necessary to involve the Director or Deputy Director. Makes appointments, handles principal telephone business, monitors the timely preparation of materials needed for meetings, trips, speaking engagements and compiles portfolios for all such activities. Receives, reviews and controls incoming and outgoing correspondence. Establishes and maintains office files, updates manuals and handbooks, and organizes paperwork flow for the office in a manner which allows quick retrieval of materials. Maintains record of leave and attendance for the Director's Office and all USDHs.

Scheduler:

Arranges appointments with host-government (Ministers, Secretaries, Deputy Secretaries & Joint Secretaries) and private sector officials for both Mission Director and Deputy Director as required and for other USAID personnel. Maintains the calendar on the LAN system for the Director and Deputy Director, makes necessary arrangements for meetings, and advises of potential scheduling conflicts and upcoming events for daily and weekly meeting.



Assures sufficient time is allowed to prepare for and/or travel to and from meetings. Advises Director and Deputy Director of calendar entries and/or changes and reminds them of scheduled appointments and provides them with a daily, weekly list of appointments, maintains after hours schedules.

Information Management:

Independently drafts correspondence for approval and responds to routine correspondence within area of authority. Prepares memos and official correspondence for the Director and Deputy Director's signature and arranges for appropriate delivery of correspondence. Maintains knowledge of grammar, spelling, punctuation, correct format, typographical errors for outgoing correspondence make sure that the USAID branding logo instructions are followed by all employees. Knowledge of downloading information from the State Department website for cable formatting, TAGS and accurate wordings. Knowledge of formats for cable, memo's, letters and documentation for the Ambassador's Office at the Embassy. When cables and letters from other offices come to the Front Office with errors, on format problems (as is frequently the case), provides guidance for needed correction or corrects documents directly. Maintains filing system for the Director's Office files on all major business in the Mission. Requisitions office supplies, repairs on office equipment, printing services and maintenance request for residence. Keeps the Mission Director and Deputy Mission Director's invitation cards in stock and reorders when required. Regularly updates telephone listing of important contact telephone numbers and addresses. Sorts, safeguards, prioritizes incoming mail and telegraphic traffic, alerts responsible parties to priority action items. Screens telephone calls and responds to inquires. As needed, translates messages and correspondence arriving in Bengali into English in order to direct actions to appropriate office.

Specialist:

Maintains liaison with the Ambassador's Office; Office of the Administrative Officer, other principal offices of the U.S. Embassy; and Consular section to ensure that high ranking government officials have their visa appointments setup. (This is done in the full interest of the U.S. Government.) Sets up appointments with the Ambassador's Office for Bangladesh Government officials when USAID is involved.

Liaises with host government officials (Ministers, Secretaries, Deputy Secretaries & Joint Secretaries) in order to facilitate their communication with the Front Office and ensure that promised actions (e.g., requests for information are followed up).

Technical Expert:

Trouble shoots and resolves problems, prepares and formats macros for AEFs for all USDH; schedules the LAN calendar system; provides guidance to staff on related issues in area of delegation of authority; handles telephone calls



from other sections which have queries from various organizations to high ranking Government officials.

Process/Events Manager:

Makes domestic and international travel arrangements for the Director and Deputy Director. Assures arrangements for large meetings and conferences are made, including meeting rooms, meals, ground transportation, clerical support, translation services (if required); etc. Handles the Director's representational files. Based on itinerary, brief notes, and receipts, prepares travel vouchers for the Mission Director and the Deputy Mission Director and forwards to Controller's office. Composes non-technical correspondence relating to office operations; instructions to mission staff, thank you notes, "RSVPS" and "regrets" for the Director and Deputy Director when cultural sensitivities must be respected.

The Incumbent takes the roles in America Week, Official VIP Visits, partner meetings and retreats.

The incumbent is responsible for operating USAID information systems and information security to a level of "Separation of Duties", "Individual Accountability" and "Need to Know" as defined in ADS 545.3.2.1 and also below:

Separation of Duties - That an individual does not have the authority to complete an entire process (multiple independent actions), such that each action acts as a "check" on other actions within the process. This "compartmentalizes" the independent actions, and decreases an individual's ability to perform multiple actions or to complete the entire process, which may result in a security breach.

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** Completion of college (higher secondary) is required. Also secretarial training is required. *(You must attach a copy of your certificate along with your application form.)* **15 points**
- 2. Prior Work Experience:** Experience in Executive Secretarial or Office Manager Positions. Seven years of progressively responsible experience is required. **35 points**
- 3. Knowledge:** Knowledge of PCs: Microsoft Word; Lotus123; Microsoft Excel; Microsoft PowerPoint; Office calendar scheduling; and e-mail. Knowledge of management and administrative concepts and practices affecting subordinate section/units. Knowledge and views sufficient to enable the incumbent to perform duties such as developing material for the Director and Deputy Director's use in public speaking engagements. Problem solving ability to direct resources, correspondence and staff independently. An understanding of the social mores of the country; good knowledge and understanding of USAID procedures and regulations pertaining to the administrative area, communications and records program, and USAID programs and policies. Good working knowledge of Department of State and BdG organization and protocol. **25 points**
- 4. Skills and Abilities:** Skills in supervising, advising and instructing office staff in subordinate sections/units concerning matters on protocol, format, management, memos, reports, correspondence, macro for Annual Evaluation Forms, scheduling the LAN calendar and telephone procedures. Knowledge of financial and physical resource management, personnel record keeping procedures to maintain files of personnel regulations, directives, and references. Ability to analyze office procedures, determine needs, and reorganize data and procedures without instruction. Ability to gather information and draft complex correspondence independently within area of authority. Ability to download information from the State Department website for cable formatting, labeling and accurate wording. Highly developed verbal communication ability to work with the Embassy staff and the GOB tactfully, and patiently. Ability to use judgments to analyze information and take appropriate actions (phone calls, prioritizing work, etc.). Courtesy, patience, adaptability, initiative, cooperativeness, resourcefulness, good judgment in determining priorities and making decisions, and mature judgment in dealing with all types of personalities. Ability to work under pressure to meet deadlines. **25 points**



ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV: At this level an employee is required to possess a high degree of proficiency in both written and spoken English.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.

Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**



Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.

One of the following options may be used to drop applications:

- General Post Office (GPO) Box No. 2593, Ramna, Dhaka
- By Hand with No Sealed Envelope **at the South Barrier of the U.S. Embassy**

SUBMIT APPLICATION TO:

Human Resources Office
Attention: HRO
Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Clearance: Eric Adams, Supvy EXO: _____